

SELLING PARISH COUNCIL

www.sellingparishcouncil.gov.uk

NOTICE OF THE ANNUAL MEETING OF THE PARISH COUNCIL, THAT WILL BE HELD ON THURSDAY 18 May 2023 at 19:00 at Selling Village Hall. All members of the Council are hereby summoned to attend for the purpose of considering and resolving the business to be transacted at the meeting as set out in the agenda

Members of the public and press are invited to attend the meeting. *Under the Openness of Local Government Bodies Regulations 2014, attendees may be filmed, recorded or otherwise reported about by anyone present. Unless advised otherwise, the council accepts no responsibility for data recorded in this way or its distribution*

AGENDA

- 05.23.01 Election of the Chairman and Vice-Chairman**
To elect the Chairman and the Vice-Chairman and for the Chairman to sign the Declaration of Acceptance of Office
- 05.23.02 Welcome and apologies for absence**
To receive and approve apologies and the reasons for absence
- 05.23.03 Declarations of Interests and Dispensations**
To hear declarations of interest relating to items in this agenda
- 05.23.04 Items to be taken in private session**
To determine which items, if any, of the agenda should be taken with the public excluded *Exclusion of the Press and the Public: To resolve that in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of the remainder of the business, the Press and the Public be excluded from the meeting*
- 05.23.05 Confirmation of the Minutes of the last Parish Council meeting**
To approve the Minutes of the Ordinary Parish Council meeting held on 20th April 2023 and the Minutes of the Annual Parish meeting held on 27th April 2023
- 05.23.06 Clerk's Report**
To receive a report from the Clerk outlining actions taken following the last meeting
- 05.23.07 Open Forum**
To invite reports from the Ward/County Councillors, if in attendance. To ask the public if they wish to speak on any matter. *Members of the public will be given up to 10 minutes to talk to the councillors, the item may be added to the agenda for the next meeting if members of the council agree subject to Standing Order 3(e)*

05.23.08 Financial matters

a) Bank Account Balances and Reconciliation

- i) To approve and sign the bank account balances and reconciliations for April, 2023
- ii) To approve the bank reconciliation for accounts 2022-2023

b) Accounts for Payment

- i) Clerk's part salary and expenses for April '23 £100.83
- ii) VisionICT £78.00
- iii) Streetlights £53.54
- iv) Zurich Municipal £403.41
- v) Selling Village Hall for Outreach PO £252.00

c) Accounts for Payment for information only

- i) Clerk's salary £635.70 by Standing Order 12-04-23
- ii) SSE Southern Electric £60.62 by Direct Debit 25-04-23

d) Payment under the Community Fund

To receive receipts up to the value of £250 towards the cost of a community event and approve for payment

e) Reimbursement for refreshments at the Annual Parish meeting

To receive receipts for the items purchased for refreshments at the Annual Parish meeting and approve payment

f) Annual Incremental pay increase for the Clerk in line with the terms of contract under the National Joint Council for Local Government Services (NJC)

The clerk's annual incremental pay increase from SP23 to SPC24 will be automatically applied, unless councillors feel the Clerk's performance is below what is expected. The hourly rate will increase by 49p as from the 1st April, 2023. To resolve whether the annual incremental pay increase can be applied. (£16.16 per hour)

g) Certificate of Exemption

To resolve to confirm the statements and sign the 'Certificate of Exemption' to be submitted to the external auditor

h) Annual Internal Audit Report AGAR 2022/23

To receive the Annual Internal Audit Report approved by Martin Thomas

i) Annual Governance Statement AGAR 2022/23

To resolve that Selling Parish Council has a sound system of internal control

j) Accounting Statement AGAR 2022/23

To resolve to approve the accounting statement

k) Assets Register 2022-23

To receive the Register of Assets for 2022-23

I) Notice of Public Rights and Publication of Annual Governance & Accountability Return

To resolve to publish the AGAR and Notice of Public Rights and submit the audit documents to the external auditors, Mazars LLP

05.23.09 Planning Applications

To consider planning policies, applications and appeals received and resolve to submit comments where appropriate. *Please note that any applications received following the issue of this agenda will be considered*

23/501969/FULL Little Trafalgar, Vicarage Lane. Erection of a part two storey rear extension including 2 balconies and erection of a first-floor side extension including 2 rooflights and changes to fenestration.

23/501870/FULL Ivy Cottage, Willow Tree Walk, Clockhouse Lane. Erection of two storey front and side extension and porch

05.23.10 General Power of Competence

To resolve that Selling Parish Council meets the conditions as laid down under the Localism Act 2011 s1. (the number of parish councillors elected is equal or greater than two-thirds and that the Clerk holds the CiLCA (Certificate in Local Council Administration) gained post 2012, to have a General Power of Competence

05.23.11 Parish Council Members Responsibilities and Representation on Outside Bodies

To resolve which councillor will have responsibility or will represent the Parish Council on the following: Speedwatch, Highways, Law and Order, *Perry Wood, PROW, Mid-Kent Downs Countryside Partnership, Village Hall Committee, Kent Association of Local Council and other official bodies, Selling Church Buildings Trust, Selling School*

05.23.12 Dates and times of future meetings

To resolve the dates and times for future Ordinary Parish Council meetings

05.23.13 Action Plan

To receive the latest updated version of the Action Plan and resolve any new items or changes to existing items.

05.23.14 Matters concerning Highways and or the Highways Improvement Plan

- i) To receive an update on flooded roads
- ii) To receive an update on the Community Speedwatch Scheme
- iv) To hear of any other matter concerning highways

05.23.15 Matters raised for information purposes only from portfolio holders and adopted-schemes. Any matters raised to be advised by a written report, circulated prior to the meeting or as a verbal report

- i) **Law and Order**
- ii) **Perry Wood**
- iii) **Public Rights of Way**
- iv) **Mid-Kent Downs**

- v) Village Hall Committee
- vi) KALC/SAC
- vii) Church Building Trust
- viii) Selling School

05.23.16 Correspondence

To discuss any circulated matters

05.23.17 Items to be placed on the next Agenda

Any items to be emailed to: clerk@sellingparishcouncil.gov.uk no later than Tuesday, 6th June, 2023

05.23.18 The date of the next ordinary parish council to be advised

Wendy Gregory – 11-05-23
Telephone 07790 903442
clerk@sellingparishcouncil.gov.uk

Supporting docs:

Draft Minutes of the April 2023 meetings
Bank reconciliation for April, 2023
Bank reconciliation for 2022-23
Clerk's salary and expenses for April 2023
VisionICT invoice
Streetlight invoice
Zurich Municipal invoice
AGAR Papers
Information on the General Power of Competence
Suggested dates for 2023-24 meetings
Action Plan